

**MINUTES OF POLICE AND FIRE COMMISSION  
MEETING OF MARCH 19, 2020**

*4:00 p.m.*

*North Conference Room (203 South Farwell St)*

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MEMBERS PRESENT: Daniel Kincaid, Disa Wahlstrand, Dennis Pope, Stephanie Finn,  
Selika Ducksworth-Lawton

STAFF PRESENT: Police Chief Matt Rokus  
Fire Chief Chris Bell  
Human Resources Director Victoria Seltun  
Firefighter Shawn Willi

The Commission convened in open session at 4:00 p.m. Meeting was called to order by President Daniel Kincaid. President Kincaid asked if there were any corrections or additions to the minutes of the Police and Fire Commission meeting held on March 5, 2020. No corrections or additions were noted, and the minutes stand approved as circulated.

President Kincaid noted that due to COVID-19, the intention is to keep this meeting short.

Chief Rokus provided a personnel update. There has been one additional vacancy since the last meeting due to a separation from the department. The Police Department will be holding Chief Staff interviews for the candidates on the current eligibility list on March 25<sup>th</sup> to work towards filling the current vacancies. Chief Rokus brought forth multiple promotions for the Commission due to a retirement and the internal filling of the Police Chief position.

Chief Rokus recommended Lieutenant Derek Thomas for promotion to Deputy Police Chief. Discussion was held. Commissioner Pope made a motion, seconded by Commissioner Finn, and passed unanimously, to approve the promotion of Lieutenant Derek Thomas to Deputy Police Chief, effective March 19<sup>th</sup>, 2020.

Chief Rokus recommended Sergeant Mark Pieper for promotion to Lieutenant. Discussion was held. Commissioner Wahlstrand made a motion, seconded by Commissioner Finn, and passed unanimously, to approve the promotion of Sergeant Mark Pieper to Lieutenant, effective March 31, 2020.

Chief Rokus recommended Officer Bridget Coit for promotion to Sergeant. Discussion was held. Commissioner Finn made a motion, seconded by Commissioner Wahlstrand, and passed unanimously, to approve the promotion of Officer Bridget Coit to Sergeant, effective March 31, 2020.

Chief Rokus recommended Officer Matthew Leque for promotion to Sergeant. Discussion was held. Commissioner Pope made a motion, seconded by Commissioner Finn, and passed unanimously, to approve the promotion of Officer Matthew Leque to Sergeant, effective March 31, 2020.

Chief Rokus provided operational updates. The main focus of the department, and the City, has been dealing with and preparing for COVID-19. All City departments have been asked to create Continuity of Service plans. The Police Department is focusing on prioritizing online services for the community and preparing for coverage in case of illnesses/exposure/child care. Chief Rokus feels comfortable that the department will be able to meet the needs of the community. Also, the Police Department Annual Report will be available in May. Discussion was held.

Commissioner Ducksworth-Lawton joined the meeting at 4:09 p.m.

Chief Rokus provided Commissioner Pope with a letter of appreciation for his service to the Commission. Commissioner Pope will continue to serve on the Commission until his replacement is selected by the Eau Claire City Council.

Chief Bell provided a personnel update. There is one pending resignation from the Fire Department, no other separations are anticipated at this time. With the temporary closure of CVTC due to COVID-19, and the subsequent interruption to the normal recruitment process the Fire Department is working to make sure that they have enough staff to move forward during the next few months with the realities of COVID-19. The Fire Department will be holding interviews of current CVTC Fire Medic students on Friday and Monday to fill open positions on a temporary basis to help cover sick employees, etc.

Chief Bell provided operational updates. The Fire Department is also working on their response to COVID-19 and ensuring the continuity of care between the Fire Department and the hospitals in the area. As discussed earlier, the May interview process has been delayed. The promotional process will move forward with written testing, but there will most likely not be a new eligibility list to bring forward to the Commission in June.

President Kincaid commended Chief Bell on his forward thinking in regards to the temporary hiring of CVTC Fire Medic students as supplemental employees for the department.

President Kincaid asked if there are any future agenda items. Further discussion regarding the COVID-19 response would be appreciated. PFC Officer Elections will be held at the May meeting.

Motion was made by Commissioner Finn to adjourn the meeting, seconded by Commissioner Wahlstrand, and the meeting was adjourned at 4:19 p.m.

The next regularly scheduled Police and Fire Commission meeting is May 21, 2020.

Minutes recorded by Kelly Shea, Police and Fire Commission Secretary.